

Minutes / Procès-verbal

Southeast Labour Market Partnership / Partenariat du marché du travail du Sud-Est Council / Conseil

Date	Thursday, September 23, 2021 / Le jeudi 23 septembre 2021
Time/Heure	2pm – 4pm / 14h00 – 16h00
Location/Lieu	1273 Main Street, Suite 250, Moncton (3+ Corporation Office)
Chairperson/Présidente	Susy Campos
Coordinator/Coordinatrice	Keyana Strzechowski

#	Agenda / Ordre du jour	Who / Qui
1.0	Welcome & Call to Order / Bienvenue & ouverture de la réunion	Susy Campos
1.1	Call to Order / Overture de la reunion	
1.2	Declaration of Conflict of Interest / Déclaration des conflits d'intérêt	
2.0	Agenda Overview / Aperçu de l'ordre du jour	Susy Campos
2.1	Agenda Adoption : September 23, 2021 / Adoption de l'ordre du jour : 23 septembre 2021	
2.2	Approval of Meeting Minutes: June 29, 2021 / Adoption du procès-verbal: 29 juin 2021	
3.0	Updates from Chair / Mises à jour de la Présidente	Susy Campos
3.1	Internal Portal Update / Mise à jour du portail interne	
3.2	Live for the Moment NB (Phase 2) / Vivez dans le moment (2e phase)	
3.3	Onboarding Coordinator & Onboarding Platform / Coordinateur & plateforme d'accueil	
3.4	Terms of Reference – Approval Needed / Termes de reference – Approbation nécessaire	
3.5	Communication Process – Approval Needed / Processus de communication – Approbation nécessaire	
3.6	2022 Workplans / Plans de travail 2022	
3.7	Group Composition / Composition des groupes	
3.8	Press Release on Annual Report / Communiqué de presse du rapport annuel	
3.9	Indigenous Representation on Council / Représentation autochtone sur le conseil	
4.0	Updates from Working Group Chairs / Mises à jour des groupes de travail	
4.1	Labour Market Information / Information du marché de travail	Kari Cheyne
4.2	Attraction	Kevin Silliker
4.3	Retention (with approved definitions) / Rétention (avec définitions approuvées)	Guy Léger
4.4	Talent Development / Développement des talents	Tahlia Ferlatte
5.0	Other Items / Autres points	
5.1	Next Meeting: Last week of November / Date de la prochaine réunion: Dernière semaine de novembre	Susy Campos
5.2	Partnership Agreement / Entente du Partenariat	
5.3	NB Workforce Summit Update / Mise à jour du sommet de la main-d'œuvre N.-B.	Ghislaine Boudreau-Grant
5.4	Update on Ghislaine's Replacement / Mise à jour du remplaçant du poste à Ghislaine	
6.0	Adjournment / Ajournement	Susy Campos

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Present	Regrets
Susy Campos (Chair), 3+ Corporation	Rene Côté, CBDC
Guy Léger, Expansion Dieppe	John Wishart, CCGM
Angelique Reddy-Kalala, City of Moncton	Natalie Gallant, CBDC
Kari Cheyne, 3+ Corporation	Kevin Silliker, City of Moncton
Patrick Richard, ONB	
Anne McGraw, GSCC	
Kathie Ouellette, ONB	
Camille Bourque, ACOA	
Ghislaine Boudreau-Grant, WorkingNB	
Tahlia Ferlatte, Town of Riverview	
Keyana Strzechowski (SLMP Coordinator), 3+ Corporation	

1.0 – Welcome & Call to Order / Bienvenue & ouverture de la réunion

1.1 – Call to Order / Ouverture de la réunion

1.2 – Declaration of Conflict of Interest – Déclaration des conflits d'intérêts

- The Chair of the Southeast Labour Market Partnership, Susy Campos, called the meeting to order at 2:06pm.
- No conflict of interest was declared.

2.0 – Agenda Overview / Aperçu de l'ordre du jour

2.1 Agenda Adoption – September 23, 2021 / Adoption de l'ordre du jour – 23 septembre 2021

2.2 Approval of Meeting Minutes – June 29th, 2021 / Adoption du procès-verbal – 29 juin 2021

- Motion to adopt the September 23, 2021, Agenda: Moved by Guy Léger, Seconded by Patrick Richard.
- Motion to approve the meeting minutes from June 29, 2021: Moved by Patrick Richard, Seconded by Kari Cheyne.

3.0 – Updates from Chair / Mise à jour de la Présidente

3.1 – Internal Portal Update / Mise à jour du portail interne

Susy Campos quickly updated the Council on the Internal Portal (part of the 3+ Corporation website). Keyana Strzechowski will be sending login information to everyone at the beginning of October. Moving forward, all document sharing will be done through this portal.

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3.2 - Live for the Moment NB (Phase 2) / Vivez dans le moment (2e phase)

Susy Campos gave an update on the 2nd phase of the Live for the Moment NB Campaign:

- Scheduled to finish October 8th. Don't have latest numbers – but campaign seems to have 140 qualified individuals that reached out.
- Better results because it's more targeted (Specifically remote workers that reached out through campaign) and we are targeting Sherbrooke, Fort McMurray and Edmonton.
- Susy Campos will share documents when available (Keyana Strzechowski will send to Partnership).

3.3 – Onboarding Coordinator & Onboarding Platform / Coordinateur & plateforme d'accueil

Susy Campos provided an update on the Onboarding Coordinator and the Onboarding Platform:

- **Onboarding Coordinator:** This will be a 3+ Corporation position moving forward (instead of Expansion Dieppe). Interview process has begun. Finalist will be meeting with 3+ team. Contract will remain through Expansion Dieppe until end of March and will then transfer to a 3+ contract.
- **Onboarding Platform:** Adjusting creation of platform. Still a pilot project but could develop into provincial project.
- **WorkingNB Job Fair – Mid October:** It has been requested that there be a Live for the Moment representative at the job fair in Montreal. Since the Onboarding Coordinator will be very new, we are recommending to send Miranda Allen as she knows the program very well.

3.4 – Terms of Reference – Approval Needed / Termes de référence – Approbation nécessaire

- Recommendation: Remove "Council meets maximum of 8 times" from Terms of Reference.

Motion to adopt the changes made to the Terms of Reference: Moved by Guy Léger, Seconded by Camille Bourque.

3.5 – Communication Process – Approval Needed / Processus de communication – Approbation nécessaire

Motion to approve the changes made to the Communication Process: Moved by Patrick Richard, Seconded by Ghislaine Boudreau-Grant.

3.6 – 2022 Workplans / Plans de travail 2022

Susy Campos quickly shared with the group the plan for creating the 2022 Workplans:

- Kari Cheyne and Keyana Strzechowski will be putting together some official recommendations to be presented at each November working group meeting (opportunities coming from the Employer Survey and the Labour Demand Forecasts). To be discussed and approved with each working group Chair ahead of next meetings.
- David Campbell was used as a facilitator for the LIP Group 2021 Workplans. It would be helpful to use him for the development of SLMP 2022 Workplans to ensure consistency / better alignment with two Attraction groups. Susy Campos will reach out to request this with David Campbell.

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3.7 – Group Composition / Composition des groupes

Susy Campos discussed the possibilities for working group composition:

- Once the 2022 priorities have been identified, we will need to review activities and ensure to have the right organizations and people to properly represent all working groups.

3.8 – Press Release on Annual Report / Communiqué de presse du rapport annuel

Susy Campos advised the Council that John Wishart will be sending out a Press Release for the Annual Report soon.

3.9 – Indigenous Representation / Représentation autochtone sur le conseil

Susy Campos provided an update on the status of finding Indigenous Representation to sit on Council. Still waiting to hear back from Lynn Francis on this. Ghislaine Boudreau-Grant agreed to reach out to Lynn Francis on her end.

4.0 – Updates from Working Group Chairs / Mises à jour des groupes de travail

4.1 - Labour Market Information / Information du marché de travail

Kari Cheyne provided an update on behalf of the Labour Market Information Working Group, as John Wishart was unable to attend the Council meeting. Keyana Strzechowski will send the group the “1-page Chair Update” sheet after the meeting for details.

4.2 – Attraction

Keyana Strzechowski provided an update on behalf of the Attraction Working Group, as Kevin Silliker was unable to attend the Council meeting. Keyana Strzechowski will send the group the “1-page Chair Update” sheet after the meeting for details.

4.3 - Retention / Réention

Guy Léger provided an update on behalf of the Retention Working Group. Keyana Strzechowski will send the group the “1-page Chair Update” sheet after the meeting for details. This “1-pager” document also includes the final definitions that were approved in the Retention group: Flexible Workplace as well as Diversity, Equity and Inclusion.

4.4 - Talent Development / Développement des talents

Kari Cheyne provided an update on behalf of the Talent Development Working Group, in addition to welcoming Tahlia Ferlatte as the new Chair for this working group. Keyana Strzechowski will send the group the “1-page Chair Update” sheet after the meeting for details.

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5.0 Other Items / Autres points

5.1 – Next Meeting : Last week of November / Date de la prochaine reunion: Dernière semaine de novembre

The next Council meeting will take place during the last week of November. Keyana Strzechowski will send a Doodle request after this meeting to confirm a date/time.

5.2 – Partnership Agreement / Entente de Partenariat

The Council was reminded that they needed to provide their signed Partnership Agreement and send to Keyana Strzechowski via email.

5.3 – NB Workforce Summit Update / Mise à jour du sommet de la main-d'œuvre N.-B.

Ghislaine Boudreau-Grant confirmed with the group that the Workforce Summit is scheduled for October 20th.

5.4 – Update on Ghislaine's Replacement / Mise à jour du remplaçant du poste à Ghislaine

Ghislaine Boudreau-Grant advised that they have not yet confirmed who will be taking over her position. Once she has this information, she will be sharing with the group.

Connector Program Update: This used to be an ONB program a few years ago but was discontinued. Regional Economic Development Agencies (3+, Ignite Fredericton, Envision Saint John) are in discussions to reboot the program. Each region will be putting together proposals. More to be shared on this.

6.0 – Adjournment / Ajournement

The meeting was adjourned at 3:53pm.

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Action Items – Southeast Labour Market Partnership Council	Who
Send signed Partnership Agreement to Keyana Strzechowski via email.	All
Send email to Partnership regarding Youth website and 3-video series launch – requesting that they promote and share with their individual networks.	Keyana Strzechowski
Once 2022 priorities have been identified, discussion to be had regarding any potential gaps in working group composition. Begin brainstorming.	All
Reach out to David Campbell to request his help in development the SLMP 2022 Workplans.	Susy Campos
Reach out to Lynn Francis regarding Indigenous Representation on Council.	Ghislaine Boudreau-Grant
Share information regarding Connector Program as it becomes available.	Susy Campos
Share Live for the Moment documents once they become available.	Susy Campos & Keyana Strzechowski
Once Internal Portal has been launched (early October), an email will be sent to provide login information to members of the group.	Keyana Strzechowski
Prepare recommendations for working group meetings (2022 workplans, Employer Survey & Labour Demand Forecast opportunities).	Kari Cheyne & Keyana Strzechowski
Send a snapshot of consultant needs (retention/attraction initiatives) to Ghislaine Boudreau-Grant for her review.	Susy Campos & Kari Cheyne
Send Doodle to Council to schedule the November Council meeting.	Keyana Strzechowski